

# NJCFS NEWSLETTER

Office of Management and Budget  
Accounting Bureau

November 1999

Issue #28

## **NJCFS Y2K UPDATE**

NJCFS programs and files were made Y2K compliant in **October 1998**.

OMB is pleased to report that an entire year of future date testing has uncovered no major programming bugs related to date processing. This future date testing consisted of running NJCFS with the system set to a variety of Calendar Year 2000 dates and included the participation of interfaces with major agencies and with First Union Bank.

During the past year, other NJCFS Y2K highlights have included the successful loading of Budget Fiscal Year 2000 data, which is currently being processed, and the extension of appropriation, grant, and project end dates into calendar year 2000.

Contingency plans have been developed by both OMB and OIT to address any failures that might occur during initial Y2K processing. Although unlikely to be implemented, these contingency plans protect against technological failures that would impact NJCFS processing from such external sources as telecommunication and banking system failures.

## **NJCFS PAYMENT AND PROCESSING SCHEDULE DURING Y2K ROLLOVER**

To ease the transition of NJCFS processing to Y2K, agencies should take careful note of the following NJCFS schedule. This schedule was developed to address the OIT shutdown of State information system processing for the Calendar Year 2000 rollover. Agencies should adjust their business practices accordingly, especially in

light of OMB's request that all critical payments be moved from the first week of January 2000 to December 1999.

- At 6 p.m. on Wednesday, December 29, 1999, NJCFS/MACS-E will close for Y2K rollover and will not be available to the agencies until 7 a.m. on Monday, January 3, 2000.
- Inbound interface files requiring online OMB approval for posting on December 29, 1999 must be submitted for processing by 7 p.m. on December 28, 1999. This will enable OMB to approve and post these transactions during the day on December 29, 1999.
- Inbound interface files not requiring online OMB approvals must be submitted by 6 p.m. on December 29, 1999 to make the final night of processing in calendar year 1999.
- Upload transaction diskettes must be delivered to OMB by 4 p.m. on December 29, 1999.
- Any ACH payments with a Scheduled Payment Date of December 29, 1999 will settle as normal in two days on December 31, 1999 since December 31 is not a bank holiday.
- Critical payments must be processed and scheduled by December 29, 1999. Any disbursements (ACH or check) with a Scheduled Payment date of December 30, 1999, December 31, 1999 or January 1, 2000 will not be processed until January 3, 2000. If such a payment

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is ACH, the settlement will be on January 5, 2000.

- Critical ACH payments processed prior to the close of business on December 29, 1999 should include those due on January 3, 2000 and those that have been moved up in payment date due to their crucial or sensitive nature, such as debt service and state aid payments. These payments must be entered with a scheduled payment date of December 29, 1999 for settlement to occur on December 31, 1999.
- On Sunday, January 2, 2000, OMB will verify the success of the Y2K rollover and test the system via a tightly controlled and limited daily batch cycle. A check and ACH file will test transmissions with First Union National Bank and the Federal Reserve.
- On Monday, January 3, 2000, normal processing will resume at 7 a.m.

## **WIRE PAYMENTS**

OMB's Cash Accounting Unit continues to encounter problems in reconciling bank statements as a result of Wire transactions. Agencies wishing to make payments by a Wire type of Electronic Funds transfer (EFT) are reminded that they must adhere to the following procedures when entering the payment voucher and applying the necessary lower level approvals:

1. Enter the U1 or A1 payment voucher; the Check Category field must be "**WI**". In addition to the online transaction, a voucher is required to include such bank information as wire date, amount, American Banking Association (ABA)

routing number and bank number of the payee. This documentation must be submitted to OMB.

2. Apply only the first three levels of approval to the transactions. **OMB must apply final approval level and process** the transaction to ensure that NJCFS records are consistent with the date that Cash Accounting actually wires the money. If not, it results in bank reconciliation problems. This procedure applies to all agencies, even though they have all levels of approval for U1 and A1 payment transactions.
3. Submit the voucher to Lynn Hudzina, Applications Analysis/Interfaces Unit, 33 West State Street – 5<sup>th</sup> Floor, PO Box 221, Trenton, NJ 08625-0221. Payment vouchers for wires may be submitted to OMB by fax at 609-984-5210.

Generally, all payment vouchers that require wires should be **received by OMB no later than 3:30 p.m. of the day prior to the date the wire transmission is to take place**. All questions concerning wires should be directed to Lynn Hudzina at 609-984-6401.

## **A1/U1 Payment Voucher Spreadsheet**

OMB has developed an Excel version of the LOTUS 1-2-3 spreadsheet shell used for uploading A1 and U1 payment vouchers into NJCFS. The Excel version was created to meet the requirements of agencies that no longer use LOTUS 1-2-3 software.

The features of the EXCEL version of the upload spreadsheet are identical to the LOTUS 1-2-3 version except for rewritten

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underlying macros (now written in Microsoft's Visual Basic language) and some slight cosmetic alterations. All procedures and policies related to the upload are still in effect.

To receive a copy of the EXCEL version of the upload spreadsheet, call Ken Warner at 609-984-5818.

## **ACCOUNTING BUREAU MAIL**

Documents submitted to OMB's Accounting Bureau for approval should be mailed in an interoffice envelope and addressed to a specific employee of the Accounting Bureau. Mail should no longer be addressed to Document Review, but should contain more precise mailing information. The Treasury Mailroom is not a part of OMB and there is no Document Review Section within OMB. To ensure that mail is delivered in a more timely manner, it should be addressed to the Accounting Bureau and, wherever possible, to a specific individual.

Requests to pay claims, prior year liabilities or to approve Official Receptions must be addressed to Lynn Hudzina, Office of Management and Budget, Accounting Bureau, 33 W. State St., PO Box 221, Room 555, Trenton, NJ 08625. Wire transfers should be faxed or hand-carried to Lynn Hudzina.

All federal aid module transactions, table updates and supporting documentation must be addressed to Bill Maughan, Office of Management and Budget, Accounting Bureau, 33 W. State St., PO Box 221, Room 564, Trenton, NJ 08625. Any federal aid documents of an urgent nature should be hand-carried to Bill.

## **EVAG TABLE**

Circular letter 98-03-OMB requires agencies to obtain OMB approval whenever they wish to schedule more than five staff members to attend any single travel event. It is expected that five or less staff attending a single travel event will be the norm. Information and material gathered at these events can then be shared with the entire staff. In this way, agencies are able to send staff to a wider variety of events throughout the year.

When an exception to the limit set in the circular letter is required, OMB approval of such requests will result in the Accounting Bureau increasing the "Persons Authorized" field on the **Event Agency (EVAG) Table** to the larger number. Only after the EVAG has been increased can an agency enter Travel Authorization transactions (TE/TH) for more than five individuals for the same event.

## **PRIOR APPROVAL**

To ensure compliance with the provisions of the circular letter, agencies must submit requests for exceptions to the limit of five to OMB **sufficiently in advance** of the proposed event to allow for proper review and determination. Decisions will be based on sufficient agency justification of additional staff participation in events. Failure to obtain prior approval could result in rejection of these requests and agency staff may not be reimbursed for unauthorized travel.

## **JUSTIFICATION DOCUMENTATION**

Agency requests should include the four-digit event code, the total number of staff requested to attend, justification for these individuals to participate in the event and

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the total cost projected for all participants in the event. Where available, a copy of the event brochure should be provided. Submission of complete request packages in a prompt manner will expedite their processing.

## **AGENCY COORDINATION**

Because the EVAG Table limit is based on agency codes, whenever the limit of five is exceeded for a department as a whole, a formal request must be submitted to OMB for an exception. This requires coordination within each agency to ensure that approved positions at events are used by the division intended. Whenever possible, departments should coordinate and consolidate their requests for attendance at a single event. This will eliminate the need for repeated document submissions each time additional staff request to attend an event.

Requests for exceptions to the five person limit of the circular letter should be submitted to Michael Gallagher, Office of Management and Budget, Accounting Bureau, 33 West State St., PO Box 221, Room 565, Trenton, NJ 08625-0221. The fax number is 609-984-5210.

## **NJCFS Modifications – ACH Payments**

Two recent NJCFS changes make it easier for online users to reference ACH payees on payment vouchers. On Travel Voucher (TV) transactions, the check category of “AM” (Mainframe Automated Clearing House Payment) now defaults automatically when an ACH payee (Vendor ID) is referenced. In the past, the AM check category had to be keyed for an ACH payment to be generated.

Decreasing an A1, U1, or PV payment voucher that references an ACH payee has also been made easier. The error message “A527E - Single Check Flag Illegal For Neg PV” no longer appears on decreasing payment vouchers that reference an ACH payee. Before this change, the agencies had to contact OMB so that this error message could be manually overridden.

## **Q&A**

**Q.** When is the best time of the year to request changes to the reporting relationships indicated on the Organization (ORGN) Table?

**A.** The best time to record changes in these relationships is in March and April for the coming fiscal year. These two months precede the establishment of the original appropriation in the NJCFS in May. Once transaction activity such as expense budgets, pre-encumbrances, etc. has been processed in the new fiscal year, the reporting relationships should not be changed. Entering such changes in mid-year creates the possibility of system assurance errors.

Fiscal officers should plan all changes to their organizational reporting structure well in advance of new fiscal year activity.

**Q.** Revenue has been incorrectly recorded in the current fiscal year when a portion relates to a prior year. How can this be corrected?

**A.** Because “Fiscal Year” appears in the header of the Cash Receipt (CR) document, it is necessary to process two CR’s to correct the allocation of these receipts between two fiscal years. These documents must be created in a single batch. One CR will be

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used to **Decrease** the amount incorrectly posted to the current fiscal year; this document will have the current fiscal year in the header of the document. The second CR will show an **Increase** to the revenue account in the prior fiscal year and will have the prior fiscal year in the document header. Proper processing of the batch will facilitate the reconciliations by OMB's Cash Accounting Section.

These transactions should not be processed as correcting CR's (Type 3) because of the need for separate fiscal year codes. The "Type of Receipt" field should therefore be left blank.